

SDNG 600-12-11 Service Member Family Readiness Information

What is its importance, how is the information utilized and why does it need to be filled out all the time?

This information sheet was developed for Units, Family Readiness Groups (FRGs) and Family Assistance (FA) to collect Family information of National Guard members. It provides the necessary information for FA to meet National Guard Bureau's FA REQUIREMENT of monthly contact with Families of mobilized personnel. Contact by FA is made face to face, by email, phone and regular mail. FA gathers the information at the mobilizing unit's final Soldier Readiness Check (SRC) prior to mobilization. If the information is out of date or incorrect, the FA staff cannot meet the National Guard Bureau requirement to maintain monthly contact with families for that deployment.

Contact lists are also developed for use by FRGs from the 600-12-11 during times of non-deployment and non-deployment separation such as drill weekends, training missions, schools or state active duty. Phone tree, email and mail distribution lists are compiled for the service member's primary and secondary (if designated) points of contact (POC). Again, inaccurate information means Family members will not be up-to-date or educated on current information and programs available to them.

After the Hurricane Katrina disaster, a new section was added to the form called "EVACUATION INFORMATION" for service members and their families. This information is used in times of a natural disaster such as a tornado, flooding, hurricane or other severe weather and state or national emergencies. To complete this section, the service member must answer the following questions:

Who would I contact to let know that my family and I are OK?

Who would know where my family and I would go?

The answer can be the primary point of contact, a friend, co-worker or distant relative. A name, city & state, phone number and relationship must be included

The Family Readiness Information form should be updated anytime the service member's information changes. The unit should also require a new form to be filed when a soldier joins the unit and include it for review as part of a non-deploying unit's yearly Soldier Readiness Process (SRP). The unit may also require updates as it deems necessary.